

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, January 18, 2018
SEAPARC Leisure Complex Board Room, Sooke, BC**

Mission Statement:

*“Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area”
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: M. Hicks (Chair), B. Berger, D. Bishop, J. Perkins (Vice-Chair),
M. Tait (Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: P. Grove
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:07 pm.

2. ELECTION OF THE CHAIR/VICE-CHAIR

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2018 and Director Hicks' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Director Hicks was declared Chair.

The Chair called for nominations for the position of Vice-Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2018 and Commissioner Berger's name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Berger was declared Vice Chair.

3. ADOPTION OF AGENDA

MOVED by Director Tait, **SECONDED** by Commissioner Berger that the agenda be adopted.

CARRIED

4. ADOPTION OF MINUTES

MOVED by Director Tait, **SECONDED** by Commissioner Perkins that the minutes of the November 16, 2017 meeting be adopted.

CARRIED

5. DIRECTORS' REPORT

- The Chamber of Commerce's "Wild Coast Expo" tentatively scheduled for April, 2018 in the arena has been cancelled.
- The Chair is looking forward to moving ahead with a fitness gym expansion in 2018.

6. NEW BUSINESS

a) Staff Report: Golf Course Equipment Donation

The SEAPARC Manager requested approval to donate two items of equipment acquired with the purchase of DeMamiel Creek Golf Course to the Sooke Community Association (SCA) for use at Fred Milne Field. The 1979 Cushman Truckster with mini dump and 1982 Cushman Truckster with sprayer are surplus to needs for golf course operations and both require significant investment (approx. \$4,000 each) to make them operational. In exchange for the donation, an agreement would be formulated permitting SEAPARC to utilize the equipment if/when needed.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the Sooke & Electoral Area Parks and Recreation Commission donate the 1979 and 1982 Cushman Truckster units to the Sooke Community Association for community field maintenance and enter into an agreement to access the equipment for seasonal golf course operation.

CARRIED

7. STAFF REPORTS

a) Staff News

Special Events

The 9th Festival of Trees was once again held at SEAPARC, in partnership with the BC Children's Hospital. \$1,214.10 was raised. Thank you to Elizabeth Olsen for coordinating this worthwhile event.

Skate with Santa was held on Sunday December 17, with admission by donation to the Sooke Food Bank. \$358.30 in cash and 110 food items were collected. A \$2 Skate was held on Christmas Eve with 124 people in attendance and New Year's Eve with 87 people in attendance.

Aquatics

Over 650 children participated in the Red Cross Swim lessons programs between September-December. Twelve youth participated in the Synchronized swimming program, capping the fall season off with a performance for parents.

Community Recreation

Registration for Early Years programs has increased in both early education and dance classes, as well, skating lessons are full with a waitlist. The Play and Learn program has been full with 14 registered and a waitlist since October. Licensed Preschool program registration has increased with 32 children in 3 classes.

Grant Programs/Initiatives

SEAPARC partnered with local organizations to offer educational sessions in the SEAPARC Board Room from September, 2017 to March, 2018 funded by a New Horizon's Grant secured by the local Seniors Drop-in Society and Sooke Region Volunteer Centre. The sessions have been well received with 146 registrants (56 individuals), ranging in age from 48-88 years, in 13 different educational sessions. Staff will evaluate the feasibility of a continued partnership to continue offering lifelong learning sessions in the community.

Beginning January 7th, SEAPARC extended its operational hours on Sundays to 8:00pm on a trial basis, based on participant feedback. Attendance will be tracked to ensure this is meeting community needs and continues to contribute to efficient operations.

ADMINISTRATION

CRD Safety Review of Recreational Facility Arena Refrigeration Systems

SEAPARC is currently undergoing a review of our arena refrigeration system as part of the WorkSafe BC and Technical Safety BC (TSBC) inspections of all arenas in the province with ammonia refrigeration systems. This province-wide safety review was triggered following the tragic events of an arena ammonia leak in Fernie, BC in October 2017.

The December 2017 WorkSafe BC safety review of SEAPARC identified five orders requiring compliance. Three of these orders are now complete and two orders, involving the design of the SEAPARC vent stack and SEAPARC's procedures for managing resident emergency notifications, remain outstanding. The timelines for completion of the remaining orders (vent stack redesign and neighbouring resident emergency communication procedures) have been accepted by WorkSafeBC.

Technical Safety BC (TSBC) issued two orders to all arenas operating with ammonia plants in the province involving brine testing and refrigeration plant supervision. SEAPARC has satisfied these orders and will undergo a TSBC inspection in the coming months.

Safety and preparedness are SEAPARC's top priorities. CRD Protective Services, SEAPARC and Panorama Recreation Centre are working with all contractors and staff to ensure compliance is met. The CRD has a hazardous materials response team and is partnered with local emergency response organizations, including the local Fire Departments, to ensure coordinated response plans are in place.

Annual Report

SEAPARC staff are currently working on an Annual Report for the February meeting which will provide information highlighting 2017's key operations and service level indicators.

Arena Roof Repair Update

Arena roof repairs are now complete. Final inspection is pending and any deficiencies will be addressed during a dry weather period.

Employee Recognition

Thank you to the following staff for their dedication and service to SEAPARC and the community upon their long service anniversaries:

15 yrs	Graham White, Jacklyn Evans
10 yrs	Elizabeth Olsen, Sandra Kraft
5 yrs	Jo-Anne Aspin, Danielle Chernenkoff, May Cheung, Danica Fruttarol Patricia Lundquist, John MacGregor, Tara Seeburger

The SEAPARC Manager also recognized the efforts of all staff who work with PerfectMind registration software on the one year anniversary of its implementation.

8. MOTION TO MOVE IN CAMERA

MOVED by Commissioner Perkins, **SECONDED** by Director Tait to close the meeting in accordance with the Community Charter, Part 4, Division 3, 90 (1):

e) the acquisition, disposition or expropriation of land or improvements if the council considers that disclosure could reasonably be expected to harm the interests of the regional district.
(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

The in camera meeting commenced at 7:08 pm and adjourned at 7:19 pm. The regular meeting reconvened at 7:19 pm.

9. PUBLIC QUESTION PERIOD

10. ROUND TABLE

D. Bishop

- Reported that an arena ceiling light fixture in front of home bench recently filled with water from leaking roof
- Queried whether Maintenance staff have access to uniforms. Uniforms are provided.
- Requested that soap holders be installed in shower stalls

11. ADJOURNMENT

The regular meeting adjourned at 7:25pm.

Next meeting: February 15, 2018 @ 6pm